

**January 2013**

**NSLDS Gainful Employment Spreadsheet Submittal Format Cover Letter**

One of the methods that schools can use to submit gainful employment data and corrections to previously reported data to the U.S. Department of Education (the Department) is using the [NSLDS Professional Access](#) Web site. The NSLDS Gainful Employment Spreadsheet Submittal Format is available to assist with the online upload process. The format is designed to be used with a columnar spreadsheet application and provides schools with the option to upload and submit to NSLDS up to 2500 records/rows of gainful employment data at a time. After the school adds gainful employment information to the spreadsheet, the school then uploads and transfers the data to the [NSLDS Professional Access](#) Web site. This should only be done after confirming the data is correct and should be saved to NSLDS.

A previous version of this document, referred to as the NSLDS Gainful Employment Submittal Template, may continue to be used for the upload process. However, the record limit of the template is still 50 records/rows.

The Gainful Employment Spreadsheet Submittal Instruction Guide has been created to provide step-by-step instructions of the enhanced processes, and is posted on the [Federal Student Aid Download \(FSAdownload\)](#) Web site.